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MEMORANDUM FOR: Deputy Director (Administration)

4 November 1953

SUBJECT : Suggestions

1. It has been brought to my attention that in at least one area of the agency there is a tendency to be rather casual about the hours of arriving at work. It might be advisable to issue a notice to the effect that it is expected that everybody will work the regular hours of 8:30 a.m. to 5:00 p.m. unless given specific approval and instructions to do otherwise. This same notice might also indicate that the snack bars are a convenience and should not be abused. I understand that there are times when the scene around the snack bars in the I, J, K, L building complex resembles rush hour at Grand Central Station.

2. It has also concerned me to know that the shuttles generally start up before all of the passengers are seated, and that the drivers are not too cautious in their driving when they have standees. I would suggest that the chief of the motor pool periodically remind the shuttle drivers that an injury to a passenger would be a very serious matter. Of course I am thinking about the liability of the Government for compensation claim in the event of an injury, plus the agency's loss of the individual's time from work. Also, I would suggest that the shuttles observe the stop signs that are posted on the "reservation". I assume that these signs mean what they say inasmuch as they have been freshly repainted, yet I know that the observance is slight.

Lyman B. Kirkpatrick  
Inspector General

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